



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office Of The Assistant Secretary

30 JUN 2000

MEMORANDUM FOR ALMAJCOM/DRU/FOA/FM

FROM: SAF/FM
1130 Air Force Pentagon
Washington DC 20330

SUBJECT: Policy Guidance Concerning Comptroller Web-Based Contingency Course

Training for deployments is critical for preparing our people to meet the unique demands of financial management in contingency environments. Top Dollar is one tool we have to train, but it has not grown globally to embrace our entire force. Additionally, many of the functions performed at a deployed site are not performed in our day to day operations. Therefore, we have developed a distance learning contingency course that is now available at <http://www.saffm.org/ccc/html/ccc.htm>.

In order to prepare our personnel for deployed duties, I have decided to require mandatory completion of this course. Thus, effective with Aerospace Expeditionary Force Cycle 2, which will begin in Dec 2000, all financial management personnel vulnerable to deploy (i.e., assigned to a Unit Type Code) are required to complete the Comptroller web-based contingency course within 6 months of a deployment. While the course can be completed independent of personal instruction, I strongly encouraged supervisors assign a knowledgeable, experienced person to serve as tutor for those required to complete the course. Additionally, completion of the course should be documented and maintained in the member's training and mobility records.

I understand that, in some cases, there may be extenuating circumstances that prevent completion of the course. In a few cases, the course may not be relevant to the job. In these instances the MAJCOM/FOA/DRU FM can waive this requirement. Waiver authority can be delegated to a senior FM person but cannot be redelegated. If you have any questions regarding this policy, my POC is SMSgt Varga who can be reached at DSN 224-5399.

A handwritten signature in black ink, reading "Robert F. Hale", is positioned above the typed name.

ROBERT F. HALE
Assistant Secretary of the Air Force
(Financial Management and Comptroller)